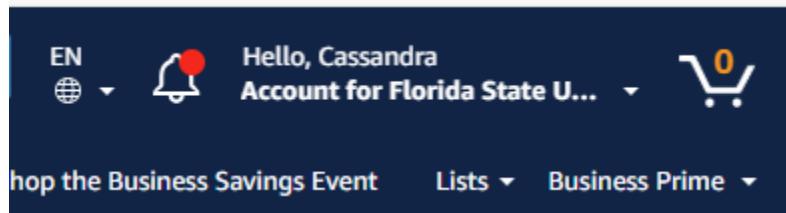


FSU Amazon Student Group Users Instructions

Steps for Ordering Items

1. Reach out to SGA Accounting for an invitation to Amazon Business.
2. Go to Amazon.com and sign on to FSU's Amazon Business Prime utilizing your FSU student ID and password.

Make sure you are logged into the FSU Business account. You can switch between FSU and personal account by hovering over "Hello, Your Name" and click on Switch Accounts. This will enable you to switch between regular Amazon and Business Amazon.



3. Search for the item(s) that you want to order.

FSU is not able to order from any foreign countries of concern. **Foreign Countries of Concern (FCOC) include:**

- The People's Republic of China (Hong Kong, Macau)
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People's Republic of Korea (North Korea)
- The Republic of Cuba
- The Venezuelan regime of Nicholas Maduro
- The Syrian Arab Republic

Scan the Sold by and Fulfilled by information on the right-hand side of the screen under the Add to Cart button. **If Sold by and Fulfilled by vendor from a FCOC, an item cannot be ordered.**

In the below example, the item is Sold by Jiangang Yang in China and Fulfilled by Amazon. The item is available via Prime and ships in less than 3 days, therefore it is allowable.

\$7.99 (\$0.01 / Foot)
✓prime One-Day
FREE Returns ▾
FREE delivery **Tomorrow, January 30.** Order within **7 hrs 1 min**
Shorter shipping distance ▾
Deliver to - Tallahassee, 32304
In Stock
Quantity: 1 ▾
Add to cart
Secure transaction
Sold by **Jiangang Yang** and
Fulfilled by Amazon.
Return policy:
30-day refund/replacement ▾
 Add a gift receipt for easy
returns

Detailed Seller Information

Business Name: Jiangang Yang

Business Address:

石亭子镇治塘村12组
湖南省
祁东县
421600
CN

4. Add desired items to your Amazon cart. Once you have completed your cart, save it as a Word or pdf. This will be your quote for the purchase request.

Shopping Cart

		Price
	100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower B...	\$23.99
	Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for Gift Wrapping Wedding Bouquet Easter Bab...	\$8.99
		Subtotal (2 items): \$32.98

This order contains a gift
Add to cart
Pair with your cart

Fleezo 25 Yards Red Satin Ribbon 1 1/2 in...
4.5★ 400 \$5.59 ✓prime Add to cart

Baocuan 1-1/2 inch Wine red Satin Ribbo...
4.5★ 822 \$8.99 ✓prime Add to cart

Baocuan 1-1/2 inch Royal Blue Satin Ribb...
4.5★ 822 \$9.99 ✓prime Add to cart

5. Log into Nole Central. Create a purchase request and attach your Amazon cart quote, then submit to obtain Nole Central Purchasing Request (PR number).

6. Return to Amazon website. Enter your RSO Name & PR Number to check out your cart. **You must submit the cart or SGA Accounting cannot approve your order.**

1 Group Student Groups (Florida State University)

2 Business order information

Your order requires approval

- It contains restricted items. View items (2) >
- You can place the order but please note that it may not comply with your organization buying policies. View admin notes (1) >

RSO Name: Womens Law Symposium

PR Number: 18686

Comments for approver (optional):

100 characters left

Add an additional approver?

Continue

Order Summary

Items (2):	\$32.98
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

How are shipping costs calculated?

7. Click continue. Add your RSO name to Deliver To spot, then select the shipping address. **Do not** change the address itself.

Business Order Information Change

PO number: No value entered

RSO Name: Federal Bar Assoc

PR Number: 20592

Select a delivery address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group Student Groups addresses

FSU College of Law

425 W JEFFERSON ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-3400

[Edit address](#) | [Edit delivery preferences](#)

FSU College of Medicine

1115 W CALL ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-1855

[Edit address](#) | [Edit delivery preferences](#)

FSU Medical Response Unit

960 LEARNING WAY, UNIVERSITY HEALTH SERVICES ROOM 1064, TALLAHASSEE, FL, 32306, United States, Phone: 8506446230

[Edit address](#) | [Edit delivery preferences](#)

FSU SGA (Laurel/Danielle/Rosalind)

75 N WOODWARD AVE, STUDENT UNION 3RD FLOOR, STE 3260, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-0078

[Edit address](#) | [Edit delivery preferences](#)

[Add a new delivery address](#)

[Deliver to multiple addresses](#)

Deliver to this address

8. Payment method should default to credit card. **Do not** select invoice.

3 Shipping address FSU SGA
75 N WOODWARD AVE
STUDENT UNION 3260
TALLAHASSEE, FL 32306 Change

4 Choose a payment method Close X

Net terms

 Pay By Invoice
Provided by your organization

Student Groups credit and debit cards

 Visa ending in 1536
Provided by your organization

Name on card: Laurel McKinney Expires on: 08/2025
Reference number (optional):

Your available balance

Use this payment method

5 Items and shipping Delivery date: Jan. 31, 2025 Review order

 100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower Bouquets DIY Crafts Packaging

 Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for

9. Confirm cart contains desired item(s)

Business Prime Exclusive

Save when using Amazon Day! Get up to 1% back on eligible items shipped with Amazon Day when it's set as your default delivery option, up to the yearly cost of your organization's Business Prime membership fee. Need an item faster? You can still choose fast, FREE shipping at any time. [Terms and Conditions apply.](#)

Estimated Delivery: Depends on Approval For example, if approved now: Friday, Jan. 31

Items shipped from Amazon.com

 100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower Bouquets DIY Crafts Packaging
 [Show all admin messages \(1\)](#)

\$23.99  & FREE Returns

Qty: 1

Sold by: Flasoo Shop

Tax Exemption Applied. [Remove](#)

 Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for Gift Wrapping Wedding Bouquet Easter Baby Shower(3/8 Inch,White Pink Red Rose Red)
 [Show all admin messages \(1\)](#)

\$8.99  & FREE Returns

Qty: 1

Choose your Prime delivery option:

Friday, Jan 31
FREE Prime Delivery

Monday, Feb 3
FREE Amazon Day Delivery
Set Amazon Day as your default delivery option and get money back
[Change delivery day](#)

Or choose your pickup location:

 Pickup available nearby
[Choose a location](#)

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items (2): \$32.98
Shipping & handling: \$0.00
Total before tax: \$32.98
Estimated tax to be collected: \$0.00
Order total: \$32.98

How are shipping costs calculated?
Prime shipping benefits have been applied to your order.

10. Click submit order for approval. You must submit the cart or SGA Accounting cannot approve your order.

 Your order has been submitted for approval.

 Pending Student Groups (Florida State University) approval.

Confirmation will be sent to your email.

Shipping to FSU SGA, 75 N WOODWARD AVE, STUDENT UNION 3260, TALLAHASSEE, FL, 32306, United States

Depends on Approval
For example, if approved now:
Friday, Jan. 31  

You saved \$10.99 in shipping fees on this order with Prime. [Learn more](#)

Business order information

- RSO Name : Womens Law Symposium
- PR Number : 18573

[Review or edit your recent orders >](#)

11. Items should be available for pickup in the Union Student Engagement Office 1-2 days after Amazon system delivery date. Bear in mind campus mail delivery and allow time for items to reach Union SE Office.

Steps for Cancellation of Ordered Item (prior to delivery)

1) Go to your Account Order History and select order # to cancel. Click 'Cancel items.'

Viewing 4 orders placed in [All orders](#) [Last 30 days](#)

Order placed	Total	Ship to	Placed by	Order #
February 13, 2025	\$39	FSU SGA (Laurel/Danielle/Rosalind)	Ashvi Luthra  Student Groups	113-2546099-5000213 View order details Printable Order Summary
<p> This order was approved. View details</p> <p>Arriving Tuesday</p> <p> Sailor Fountain Pen (Fine) Lecoule Power Stone Color with converter & W zipper case(Japan Import) (Garnet) \$39 Buy it again</p>				Track package Cancel items Change Payment Method View or edit order Ask Product Question
Order placed	Total	Ship to	Placed by	Order #
February 5, 2025	\$354.59	FSU SGA (Laurel/Danielle/Rosalind)	Ashvi Luthra  Student Groups	113-5668208-0393001 View order details Printable Order Summary
<p> This order was approved. View details</p> <p>Delivered February 7</p>				

2) Click 'Cancel selected items in this order.'

Your Account > Your Orders > Order Summary #113-2546099-5000213 > Cancel

Are you sure you want to cancel this order?

Items Ordered	Price
1 of: Sailor Fountain Pen (Fine) Lecoule Power Stone Color with converter & W zipper case(Japan Import) (Garnet) [Office Product] Condition: New Sold by: Shimanoya Japan (seller profile) - 1 item(s) Gift options: None	\$39.00 <input checked="" type="checkbox"/>

Reason for cancellation (optional):

Cancel selected items in this order

Return to order summary

3) This is what you should do to confirm cancellation of the order.

Your Account > Your Orders > Order Details

This order has been cancelled.

Continue shopping

Products related to your order

Steps for Item Return and Refund

- 1) Keep original packing in which items were delivered.
- 2) Go to My order. Click Return or replace items.

Your Orders

Orders Buy Again Not Yet Shipped Digital Orders Local Store Orders Amazon Pay Cancelled Orders

Viewing 5 orders placed in All orders Last 30 days

Order placed	Total	Ship to	Placed by	Order #
February 13, 2025	\$22.99	FSU SGA (Laure l/Danielle/Rosal ind)	Ashvi Luthra ✓ Student Groups	113-6654014-7873061 View order details Printable Order Summary

This order was approved. View details

Delivered February 18
Your package was handed to an agent for final delivery

 Florida State Seminoles Arching Black Officially Licensed T-Shirt
Return or replace items: Eligible through March 20, 2025
\$22.99

Track package
Return or replace items
Print packing slip
Write a product review
Mark as received
Share gift receipt

Order placed	Total	Placed by	Order #
February 13, 2025	\$22.99	Ashvi Luthra ✓ Student Groups	113-2546099-5000213

3) Click Choose a response dropdown. Then select a reason for return from the list.

Get the app ▾ Back to Campus Black-Owned Businesses Buy Again Today's Deals Subscribe & Save Business Savings Savings For You Gift Cards ▾ Support Black-owned Lists ▾ Business Prime ▾

Choose items to return

 Florida State Seminoles Arching Black...
Size: Small
Color: Black
\$22.99

Details ▾

Item arrived too late
Inaccurate website description
Product and shipping box both damaged
Item defective or doesn't work
Missing or broken parts
Didn't approve purchase
Better price available
Wrong item was sent
Bought by mistake
No longer needed
Product damaged, but shipping box OK
Received extra item I didn't buy (no refund needed)

Continue

Return eligible through Mar 20, 2025

Items you're returning

4) Enter required justifications. Then click Continue.

Florida State Seminoles Arching Black...

Size: Small
Color: Black
\$22.99

Why are you returning this? (required)

Select a detailed reason

Tell us more about why are you returning.

491 characters remaining.

NOTE: We aren't able to offer policy exceptions in response to comments. Do not include personal information as these comments may be shared with external service providers to identify product defects.

Continue

Return eligible through Mar 20, 2025

Items you're returning

5) Select The UPS Store Dropoff option and choose FSU campus location. Then click Confirm your return.

No box or label needed return options helps us reduce packaging and fit more items into shipments, thus reducing trucks on the road!

Details

Whole Foods Dropoff - Open 7 Days a Week FREE

Staples Dropoff - In-store promotions available FREE

The UPS Store Dropoff FREE

The UPS Store will pack, label, and ship your return for free. Just bring the item in its original manufacturer's packaging and disassemble the item (if applicable). We'll email you a QR code to ship your return. Show it to a store associate at any The UPS Store.

Dropoff location:
THE UPS STORE
206 S WOODWARD AVE
TALLAHASSEE, FL, 32304
Change Location ▾

Hours:
Mon - Fri: 08:00 - 18:30
Sat: 10:00 - 15:30

UPS Dropoff — box and label needed FREE

UPS Pickup — box needed \$7.99

Confirm your return

Return by Mar 21, 2025

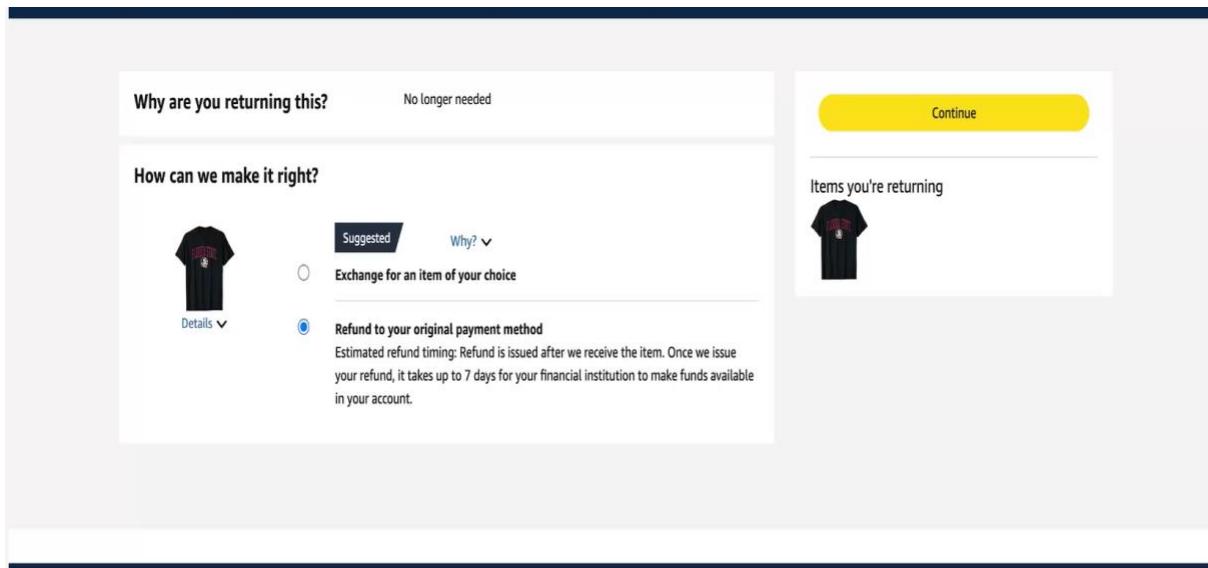
Refund summary

Refund subtotal	\$22.99
Shipping ▾ (The UPS Store Dropoff)	\$0.00
Total estimated refund	\$22.99

\$22.99 will be sent to your original payment method

Items you're returning

6) Select Refund to your original payment method. Then click Continue



7) Click confirm return and note how long you have to print QR code and take to the FSU Campus UPS Store.

